SyTech Solutions, Inc.
9362 Studio Court
Elk Grove, CA 95758
Tel: (800) 814-8324
Fax: (916) 381-3350
Email: info@sytechsolutions.com
Web: www.sytechsolutions.com

California Certified Small Business – Serving Our Clients Since 2000

SCHEDULE TITLE: Office Imaging & Document Solutions – Schedule 36

SIN: 51-506

GSA CONTRACT NUMBER: GS-03F-0097X

EFFECTIVE DATE: March 15, 2011 through March 31, 2016

CURRENT GSA PRICE LIST: SyTech Published Price List, February 2011

Contract GS-03F-0097X
GSA Advantage!®
www.gsaAdvantage.gov

SyTech Solutions is a GSA prequalified California Small Business specializing in document management services and solutions. Founded in 2000, SyTech Solutions combines pragmatic document technology solutions with the highest level of service. SyTech has received multiple awards for leading data and document management technology solutions, including the Best Solution award in 2009 at Government Technologies Conference, the largest government technology conference in the Western United States.

SERVICES INCLUDE:

- Document Imaging & Scanning Services (paper, film, maps)
- Images Systems
- Internet Portal & Hosting Solutions
- Data Entry Services
- Database Migration / Conversion Services
- 1DocStop
- Consulting Services

CLIENTS INCLUDE:

- Dept. of General Services
- Dept. of Health Services
- Dept. of Personnel Administration
- Dept. of Fish & Game
- Dept. of Justice
- Dept. Pesticide Regulation
- Dept. of Child Support Services

Contractor's Information

SALES CONTACT:

Casey Morris
9362 Studio Court
Elk Grove, CA 95758
(800) 814-8324 toll free
(916) 381-3010 ext. 226
(916) 381-3350 (fax)
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CONTRACTOR ADMINISTRATION:

Jonathan Pritt
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On-Line ordering information, terms & conditions, pricing and delivery available at GSA Advantage
www.gsaadvantage.gov (type in SyTech Solutions)

GSA

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SyTech GSA Information

1. **Awarded Special Item Number** (SIN): 51-506—Document Conversion Services.

2. **Lowest Priced Model Number/Unit:** $0.01/Quality Control (SCP-039).

3. **See Attached Price Sheet for Hourly Rates and Descriptions:** Page 00.

4. **Maximum Order:** $1,000,000.00.

5. **Minimum Order:** $100.00.

6. **Geographic Coverage:** 48 continuous states, AK, HI, Puerto Rico, Washington D.C.

7. **Point of Production:** Elk Grove, California.

8. **Discount from List Price:** 20% from SyTech Published Price List effective February 2011 (exclusive of IFF). After Inclusion of IFF this discount is decreased to 19.4%.

9. **Quantity Discounts:** Call for volume discount.

10. **Prompt Payment Terms:** N/A

11. **Government Purchase Cards:** Are accepted above or below the micro-purchase threshold.

12. **Foreign Items:** None.

13. **Time of Delivery:** Within 30 days after receipt of records. Call contractor for large/complex projects or to coordinate faster delivery time.

14. **Expedited Delivery:** Contact contractor for availability and rates.

15. **Overnight and 2-day Delivery:** Contact contractor for availability and rates.

16. **Urgent Requirements:** Contact contractor for availability and rates.

17. **F.O.B. Points:** FOB Origin.

18. **Ordering Address:** Same as contractor.

19. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

20. **Payment Address:** Same as contractor.

21. **Warranty Provision:** Standard commercial warranty.

22. **Export Packing Charges, if Applicable:** N/A.

23. **Terms and Conditions of Government Purchase Card Acceptance:** N/A.

24. **Terms and Conditions of Government Purchase Card Acceptance:** N/A.

25. **Terms & Conditions of Installation:** N/A.

26. **Terms & Conditions of Repair Parts:** N/A.

27. **Terms & Conditions for Other Services:** N/A.

28. **List of Service & Distribution Points:** N/A.

29. **List of Participating Dealers:** N/A.

30. **Preventative Maintenance:** N/A.

31. **Special Attributes:** N/A.

32. **Section 508 Compliance Information:** Found at www.section508.gov.

33. **Data Universal Number System (DUNS):** 118289128.

34. **Contractor is Registered in Central Contractor Registration (CCR) Database.**

Contract GS-03F-0097X

WHO CAN USE IT

The following agencies and organizations can use SyTech's GSA Schedule:

- All military and civilian federal agencies

- All executive, legislative, and judicial branches of the federal government

- Government contractors authorized by a federal agency pursuant to 48 CFR 51.1

ORDERING INFORMATION

Ordering Address:
SyTech Solutions, Inc.
9362 Studio Ct. Elk Grove, CA 95758
(800) 814-8324
info@sytechsolutions.com

Contract Administrator:
CASEY MORRIS

Point of Contact:
JONATHAN PRITT
(916) 381-3010 x226
jpritt@sytechsolutions.com

View our Catalog Schedule:
www.gsaadvantage.org
Enter "SyTech Solutions" into the Search Box.

ADVANTAGES OF USING THE GSA SCHEDULE

1. Ease of Award: the GSA's Federal Supply Schedule Program makes it easy for federal customers to procure SyTech's services. The procurement process is streamlined so a federal customer can place an order directly with SyTech.

2. Fair and Reasonable Prices: Under the program, GSA has entered into a contract with SyTech, to provide products and services to any agency of the federal government. The prices have been determined to be fair and reasonable by the GSA.

3. Best Value: GSA Schedule holders have demonstrated the combined attributes of quality, price and performance. GSA Schedule orders with SyTech count toward small business goals.

4. Direct Relationship: Finally, the relationship between SyTech and the customer is a direct one; therefore, the customer need not transfer funds to GSA.

FREQUENTLY ASKED QUESTIONS

Q: Why is using a GSA Schedule contractor better than purchasing on the open market?
A: GSA has already deemed the prices to be fair and reasonable. All schedule contracts have been awarded in compliance with all federal laws and regulations. Administrative and ordering time is reduced and simplified.

Q: Can any federal agency use the contract?
A: Yes. Government Management and Operations (M&O) contractors may also use this contract.

Q: How quickly can I procure services?
A: Services can normally be procured within 30 days. Expedited services, however, can be accomplished as quickly as within 24 hours.

Q: Do I need to involve a contracting officer or officer to obtain the services of a GSA Schedule Contractor?
A: Yes. It is the customer's discretion, however as to which contracting office or officer to use.

Q: If an ordering agency already has an ID/IQ contract for a similar type of service, is it required to use the contract or can it still use the GSA Contract?
A: It is the ordering agency's choice.

Q: What control of my project do I retain when using a GSA Schedule contractor?
A: You retain *all* control over the project. You deal directly with SyTech.

Q: Can I be assured that the services I need will always be available?
A: The schedule contract period is five (5) years with three (3) additional 5-year options for a total of 20 years.

Q: What fee will GSA charge my project for administering the contract?
A: None. GSA currently charges SyTech a 0.75% industrial funding fee, which is included in the GSA-approved rates.

SOLE SOURCE AWARDS

Q: Can an ordering federal agency award a task to a sole source?
A: Yes, if there is a sole source justification, the ordering federal agency can award the work directly as a sole source to a GSA Schedule contractor.

Examples of typical sole source justifications are:
1) *Previous work at the site*
2) *Continuation of an effort*
3) *Unique expertise*

PAPER SCANNING

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
Setup	SCP-001	Project Setup & verification of project specifications.	$ 176.00
Document Preparation	SCP-002	Document Preparation/Restoration (per hour)	$ 19.00
	SCP-003	Document Preparation: Superior Quality: pages are all clean, same size and ready to go through scanner with no prepping required	$ -
	SCP-004	Document Preparation: Good Quality: Most pages are clean, some pages may be older, contain dog-eared and some taped pages. Requires minimal document preparation for scanning)	$ 0.02
	SCP-005	Document Preparation: Fair Quality: Some pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Removal of paperclips, staples & some taping required	$ 0.028
	SCP-006	Document Preparation: Poor Quality: Most pages are not clean--include dog-eared, tattered, different sized paper requiring substantial taping, torn and poorly contrasted pages.	$ 0.04
<8.5x11	SCP-007	Smaller than Letter 200 dpi	$ 0.037
Imaging (B&W) 8.5x11	SCP-008	Scanning SQP 200 DPI 8 1/2 x 11 (Letter Size) (Superior Quality)	$ 0.042
	SCP-009	Scanning GQP 200 DPI 8 1/2 x 11 (Letter Size) Good Quality: Most pages are clean, some pages may be older, contain dog-eared and some taped pages. Requires minimal operator intervention.	$ 0.046
	SCP-010	Scanning FQP 200 DPI 8 1/2 x 11 (Letter Size) Fair Quality: Some pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires nominal operator intervention).	$ 0.052
	SCP-011	Scanning PQP 200 DPI 8 1/2 x 11 (Letter Size) Poor Quality: Most pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires substantial operator intervention.	$ 0.068
Imaging (B&W) 8.5x14	SCP-012	Scanning SQP 200 DPI 8 1/2 x 14 (Legal Size) Superior Quality: pages are all clean, same size and ready to go through scanner with no operator intervention	$ 0.044
	SCP-013	Scanning GQP 200 DPI 8 1/2 x 14 (Legal Size) Good Quality: Most pages are clean, some pages may be older, contain dog-eared and some taped pages. Requires minimal operator intervention.	$ 0.052
	SCP-014	Scanning MQP 200 DPI 8 1/2 x 14 (Legal Size) Medium Quality: Some pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires nominal operator intervention.	$ 0.056
	SCP-015	Scanning PQP 200 DPI 8 1/2 x 14 (Legal Size) Poor Quality: Most pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires substantial operator intervention.	$ 0.072
Imaging (B&W) 11x14	SCP-016	Scanning SQP 200 DPI 11X14 Superior Quality: pages are all clean, same size and ready to go through scanner with no operator intervention	$ 0.044
	SCP-017	Scanning GQP 200 DPI 11X14 Good Quality: Most pages are clean, some pages may be older, contain dog-eared and some taped pages. Requires minimal operator intervention.	$ 0.052
	SCP-018	Scanning MQP 200 DPI 11X14 Medium Quality: Some pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires nominal operator intervention.	$ 0.056
	SCP-019	Scanning PQP 200 DPI 11X14 Poor Quality: Most pages are not clean--include dog-eared, tattered, different sized paper, torn and poorly contrasted pages. Requires substantial operator intervention.	$ 0.072
Imaging (B&W) 11x17	SCP-020	11x17 Burst (B Size) 200 dpi	$ 0.056
	SCP-021	11x17 Unburst (B Size) 200 dpi	$ 0.072
Flatbed & Historical	SCP-022	Flatbed scanning	$ 0.464
	SCP-023	Scanning Damaged/Historical Records 200 DPI 8 1/2 x 11 (Letter Size)	$ 0.464
	SCP-024	Scanning Damaged/Historical Records 200 DPI 8 1/2 x 14 (Legal Size)	$ 0.60
	SCP-025	Mixture of paper sized documents (all sized listed above)	$ 0.056
Image Enhancement Options	SCP-026	Greyscale Scanning	SR + 50%
	SCP-027	Color Scanning Letter 200 dpi	$ 0.08
	SCP-028	Color Scanning Legal 200 dpi	$ 0.096
	SCP-029	Color Scanning 11x17 200 dpi	$ 0.12
	SCP-030	300 dpi option	SR + 25%
	SCP-031	400 dpi option	SR + 50%
	SCP-032	Auto Deskew	$ 0.008
	SCP-033	Black-boarder erase	$ 0.008
	SCP-034	Image despeckle	$ 0.008
Index	SCP-035	Keystroke-based Data Entry	$ 0.008
Quality Control	SCP-036	Quality Assurance Technician (per hour)	$ 35.00
	SCP-037	Random Inspection of Images	$ 0.009
	SCP-038	Inspect every 10 Images	$ 0.009
	SCP-039	Inspect Each Image	$ 0.009
Project Management & Technical Support	LAB-001	Project Manager (per hour)	$ 124.50
	LAB-002	Document Imaging Consultant (per hour)	$ 195.00
	LAB-003	Senior Technical Support Specialist (per hour)	$ 124.50
	LAB-004	Technical Support Specialist (per hour)	$ 75.00
Pickup & Delivery	Mileage	Mileage (Current IRS rate)	$ 0.50

SyTech SOLUTIONS

MICROFORM SCANNING			
ACTIVITY	**LINE ITEM**	**DESCRIPTION (per image)**	**PRICE/UNIT**
Setup	SCP-001	Project Setup & verification of project specifications.	$ 176.00
Preparation	SCF-002	Film Scanning Preparation (per hour)	$ 19.00
	SCP-002	Dynamic thresholding (contrast/bright) (per image)	$ 0.056
Roll Film Scanning	SCF-003	16 mm SQF (200 dpi)	$ 0.032
	SCP-003	16 mm GQF (200 dpi)	$ 0.046
	SCF-004	16 mm MQF (200 dpi)	$ 0.052
	SCP-004	16 mm PQF (200 dpi)	$ 0.068
	SCF-005	35 mm SQF (200 dpi)	$ 0.128
	SCP-005	35 mm GQF (200 dpi)	$ 0.16
	SCF-006	35 mm MQF (200 dpi)	$ 0.216
	SCP-006	35 mm PQF (200 dpi)	$ 0.272
	SCF-007	105 mm SQF (200 dpi)	$ 0.192
	SCP-007	105 mm GQF (200 dpi)	$ 0.216
	SCF-008	105 mm MQF (200 dpi)	$ 0.272
	SCP-008	105 mm PQF (200 dpi)	$ 0.328
Fiche Scanning	SCF-009	16 mm COM Fiche (200 dpi)	$ 0.12
	SCP-009	35 mm COM Fiche (200 dpi)	$ 0.16
	SCF-010	16 mm Step & Repeat Fiche (200 dpi)	$ 0.272
	SCP-010	35 mm Step & Repeat Fiche (200 dpi)	$ 0.272
	SCF-011	16 mm Jacketed Fiche (200 dpi)	$ 0.24
	SCP-011	35 mm Jacketed Fiche (200 dpi)	$ 0.376
	SCF-012	Irregular size per image	$ 0.40
Aperture Card Scanning	SCP-012	Aperture card (200 dpi)	$ 0.56
	SCF-013	Aperture card (300 dpi)	$ 1.20
	SCP-013	Aperture card (400 dpi)	$ 1.60
Photographs & Slides	SCF-014	Black & White (200 dpi)	$ 0.56
	SCP-014	Color (200 dpi)	SR + 50%
	SCF-015	Color (300 dpi)	SR + 50%
	SCP-015	Color (400 dpi)	SR + 75%
Indexing	SCF-016	Fiche & Aperture Card Titling per sheet	$ 0.48
	SCP-016	Manual grouping & foldering of scanned images (per folder)	$ 0.184
	SCF-017	Keystroke-based Data Entry	$ 0.008
Image & Database Enhancement Options	SCP-017	Greyscale Scanning	SR + 50%
	SCF-018	300 dpi option	SR + 35%
	SCP-018	400 dpi option	SR + 50%
	SCF-019	Auto Deskew	$ 0.008
	SCP-019	Black-boarder erase	$ 0.008
	SCF-020	Image despeckle	$ 0.008
Quality Control	SCP-020	Random Inspection of Images	$ 0.008
	SCF-021	Inspect every 10 Images	$ 0.008
	SCP-021	Inspect Each Image	$ 0.008
	SCF-022	Quality Assurance Technician (per hour)	$ 35.00
Shredding	SCP-022	Film Shredding (per cubic foot)	$ 12.00
Project Management & Technical Support	LAB-001	Project Manager (per hour)	$ 124.50
	LAB-002	Document Imaging Consultant (per hour)	$ 195.00
	LAB-003	Senior Technical Support Specialist (per hour)	$ 124.50
	LAB-004	Technical Support Specialist (per hour)	$ 75.00
Pickup & Delivery	Mileage	Mileage (Current IRS rate)	$ 0.50

OVERSIZED DRAWING (MAP) SCANNING

ACTIVITY	LINE ITEM	DESCRIPTION (per image)	PRICE/UNIT
Setup	SCP-001	Project Setup & verification of project specifications.	$ 176.00
Preparation	MAP-001	Document Preparation (per hour)	$ 19.00
	MAP-002	Document Preparation (per map)	$ 0.28
Large-Format Scanning	MAP-003	Map Scanning (More than 2,000 Images -- Good Quality, Same Size)	$ 0.92
	MAP-004	Map Scanning (More than 2,000 Images -- Fair Quality, Same Size)	$ 1.00
	MAP-005	Map Scanning (More than 2,000 Images -- Fair Quality, Mixed Sizes)	$ 1.24
	MAP-006	B&W 18x24 (240 dpi)	$ 1.32
	MAP-007	B&W 24x36 (240 dpi)	$ 1.40
	MAP-008	B&W 36x48 (240 dpi)	$ 1.48
Image Enhancement Options	MAP-009	Greyscale Scanning	SR + 50%
	MAP-010	Color Scanning	SR + 100%
	MAP-011	300 dpi option	SR + 15%
	MAP-012	400 dpi option	SR + 35%
	MAP-013	600 dpi option	SR + 50%
Indexing	MAP-014	Index fields of Large-Format Drawings (per field)	$ 0.176
	MAP-015	Keystroke-based Data Entry	$ 0.009
Quality Control	MAP-016	Random Inspection of Scanned Maps	$ 0.064
	MAP-017	Inspect every 10 Scanned Maps	$ 0.064
	MAP-018	Inspect Each Scanned Map	$ 0.064
	MAP-019	Quality Assurance Technician (per hour)	$ 35.00
Shredding	MAP-020	Map Shredding (per cubic foot)	$ 6.40
Project Management & Technical Support	LAB-001	Project Manager (per hour)	$ 124.50
	LAB-002	Document Imaging Consultant (per hour)	$ 195.00
	LAB-003	Senior Technical Support Specialist (per hour)	$ 124.50
	LAB-004	Technical Support Specialist (per hour)	$ 75.00
Pickup & Delivery	Mileage	Mileage (Current IRS rate)	$ 0.50

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INDEXING & VERIFICATION

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
Electronic	IVV-001	Electronic Image Numbering	$ 0.008
	IVV-002	Electronic Image Branding	$ 0.008
Keystroke	IVV-003	Index and Index Verification (per keystroke)	$ 0.008
Field	IVV-004	Index & Index Verification (per field--up to 20 keystrokes)	$ 0.216
	IVV-005	Index & Index Verification (per field--up to 40 keystrokes)	$ 0.378
	IVV-006	Index & Index Verification (per field--up to 60 keystrokes)	$ 0.486
	IVV-007	Index & Index Verification (per field--up to 80 keystrokes)	$ 0.648
	IVV-008	Index & Index Verification (per field--up to 100 keystrokes)	$ 0.918
	IVV-009	Index & Index Verification (per field--up to 125 keystrokes)	$ 1.026
	IVV-010	Index & Index Verification (per field--up to 150 keystrokes)	$ 1.404
	IVV-011	Index & Index Verification (per field--up to 175 keystrokes)	$ 1.782
	IVV-012	Index & Index Verification (per field--up to 200 keystrokes)	$ 1.944
	IVV-013	Index & Index Verification (per field--up to 250 keystrokes)	$ 2.106
	IVV-014	Index & Index Verification (per field--up to 300 keystrokes)	$ 2.43
Quality Control	IVV-016	Data Entry Quality Assurance (per hour)	$ 35.00
	IVV-016	Index Verification (per keystroke)	$ 0.008
ImageShred™	IVV-018	ImageShred™ (per image)	$ 0.022

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OPTICAL CHARACTER RECOGNITION (OCR)

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
Image to Text Conversion	OCR-001	Tiff Image to Text Conversion (per image)	$ 0.018
	OCR-002	Premium TIFF to Text Conversion (using enhanced electronic image conversion tools)	$ 0.025
	OCR-003	TIFF image to PDF Image + Text Conversion	$ 0.027
Quality Control	OCR-004	Light Document Cleanup per page (from clean copy)	$ 0.81
	OCR-005	Normal Document Cleanup (per page)	$ 1.35
	OCR-006	Quality Assurance of OCR requiring extensive manual cleanup (per hour)	$ 35.00

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CONVERSION & OUTPUT MEDIA

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
Media Output Options	COM-001	Simple Image Conversions per image (IPRO to TIFF; multi-page to single-page TIFF)	$ 0.011
	COM-002	Conversions per image (TIFF, PDF JPEG, GIF)	$ 0.01
	COM-004	Conversion of data to ASCII format	$ 0.043
	COM-006	Legacy, Canonfile per disk cartridge	$ 167.40
	COM-009	Output to PDF	$ 0.01
	COM-010	Output to Film	$ 0.043
	COM-011	Output to Searchable PDF	$ 0.027
	COM-012	Output to Alchemy Database (with Viewer Software)	$ 0.022
	COM-013	Output to SyTech Web Viewer Database	$ 0.022
	COM-014	Merge Images to Searchable Database	$ 0.011
	COM-019	Index Creation (per field per image)	$ 0.022

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DELIVERABLE OPTIONS

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
CD-ROM	DEL-001	CD-ROM Master & Archive (per CD)	$ 27.00
	DEL-002	Duplicate CD (per CD)	$ 27.00
	DEL-003	CD-ROM w/Alchemy Viewer	$ 54.00
DVD	DEL-004	DVD Master & Archive (per DVD)	$ 32.40
	DEL-005	Duplicate DVD (per DVD)	$ 32.40
DAT Tape	DEL-006	4mm DAT	$ 54.00
	DEL-007	8mm DAT	$ 86.40
FTP	DEL-008	Delivery via FTP direct file transfer (per session)	$ 81.00
	DEL-009	Upload of image to record repository (per image)	$ 0.012
E-Mail	DEL-010	Delivery via Email (per session)	$ 27.00
Flash Drive	DEL-011	Delivery via Flash drive	$ 81.00
Hard Drive	DEL-014	Data/Images + Archive (Up to 100 GB)	$ 140.00
	DEL-015	Credit for return of Hard Drive	$ (125.00)
	DEL-016	Data/Images + Archive (Each additional GB)	$ 1.08
Repository & Disaster Recovery	DEL-012	Delivery to SAS-70 certified web repository (up to 100 GB per month)	$ 350.00
	DEL-013	Each Additional 50 GB	$ 25.00
Blowbacks	DEL-017	Paper prints from image (8.5 x 11)	$ 1.08
	DEL-018	Paper prints from image (11x17)	$ 0.162
	DEL-019	Paper prints from color (8.5x11)	$ 1.026
	DEL-020	Paper prints from color (11x17)	$ 1.62
	DEL-021	Add Blank Slipsheets to Blowbacks (per page)	$ 0.076
	DEL-022	Add Informative Slipsheets (per page)	$ 0.119
Database Backup	DEL-023	Backup of Database per quarter (plus DVD cost)	$ 108.00

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ACTIVITY	LINE ITEM	DESCRIPTION	PRICE/UNIT
ADDITIONAL SERVICE OPTIONS			
	SPS-001	Economy Service: 30-45 days	Standard Rates
	SPS-002	Standard Service: 20-30 days (call to confirm turn-around)	SR + 10%
Priority Service	SPS-003	Priority Service: 10-19 days (call to confirm turn-around)	SR + 15%
	SPS-004	Expedited Service: 4-9 days (call to confirm turn-around)	SR + 25%
	SPS-005	Rush Service: 1-3 days (call to confirm turn-around)	SR + 35%
	DMS-001	Box Storage (cubic foot) per month	$ 1.00
	DMS-002	Document Shredding with Certificate - Bulk (cubic foot)	$ 6.40
Storage & Shredding	DMS-003	Document Shredding with Certificate - Bulk (standard banker's box)	$ 6.40
	DMS-004	Contract Specific Supplies (necessary, specially purchased software, ring binders, boxes, redwells, folders, tape, etc.)	Cost + 30%
	DMS-005	Mileage: Current IRS rate	$ 0.50
	DMS-006	Per Diem Lodging (if required and allowed)	$ 129.60
	DMS-007	Per Diem Meals (if required and allowed)	$ 32.40
	DMS-008	Expenses (parking, tolls, fees, etc.)	Cost + 30%
	DMS-009	Travel Time (if required and allowed) per hour	SR + mileage
Travel & On-Site Services	DMS-010	Equipment Setup	$ 270.00
	DMS-011	Equipment Take-down	$ 162.00
	DMS-012	Stand-by labor time per hour	SR + 50%
	DMS-013	Document Scanning	SR + 50%
	DMS-014	Document Preparation & Restoration	SR + 50%
	DMS-015	Indexing Services	SR + 50%
	DMS-016	Retrieval Request	$ 1.62
Document Requests & Shipping and Handling	DMS-017	Fax & Regular Mail Services (per fax or mail of up to 5 pages)	$ 1.08
	DMS-018	Delivery Fee, Overnight Shipping Charges, Postage or Delivery Service	Cost + 30% ($10.00 Min.)
	DMS-019	Daily Courier Service (Sacramento area)	$ 21.60
	LAB-001	Project Manager (per hour)	$ 124.50
Project Management & Technical Support	LAB-002	Document Imaging Consultant & Records Assessment (per hour)	$ 195.00
	LAB-003	Senior Technical Support Specialist (per hour)	$ 124.50
	LAB-004	Technical Support Specialist (per hour)	$ 75.00
Pickup & Delivery	Mileage	Mileage (Current IRS rate)	$ 0.50

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SyTech GSA Service Descriptions & Pricing

LABOR CATEGORIES

PROJECT MANAGER
Unit: Per HourRate: $124.50

Minimum/General Experience: One year of related experience and minimum education: Bachelor's Degree (OR) Three years of related experience and minimum Associates Degree (OR) Four years of related experience and minimum High School Diploma or GED (OR) law degree.

Functional Responsibility:
- Minimal supervision required.
- Responsible for all activities relating to planning, directing and monitoring a contract/task operation. Plans, recommends and implements contract/task activities, modification or related requirements.
- May perform assessments of client records.
- Responsible for project setup and verification of project specifications.
- May coordinate samples for client approval and verify document indexing schemas.
- Responsible for planning and coordination of work to be performed with client.

DOCUMENT PREPPER
Unit: Per HourRate: $19.00

Minimum/General Experience: One year of related experience (OR) minimum Education: High School Diploma/GED.

Functional Responsibility:
- Closely supervised by management.
- Receives and organizes boxes of records in preparation for scanning.
- Prepare paper documents for scanning, including removing fasteners, sorting and placing of document dividers and separator sheets, repairing torn pages and document.
- Restores and reconstructs paper documents after they have been processed per project specifications and requirements.
- May organize roll film in preparation of scanning and provide manual separation of scanned microfilm images into folders.

QUALITY ASSURANCE TECHNICIAN
Unit: Per HourRate: $35.00

Minimum/General Experience: Two years of related experience and Minimum Education: Associates Degree (OR) Three years of related experience and Minimum Education: High School Diploma/GED (OR) Four years of related experience.

Functional Responsibility:
- Minimal supervision required.
- Supervises complex document processing, handling, processing or management of various media (paper, large format drawings, film and electronic databases)
- Responsible to visually inspect image and data quality, repair or replace images, correct data, prepare images and data for conversion and finalization.
- May perform extensive quality control review and rescans of large format drawings.
- May perform extensive data entry quality control and manual OCR verification and cleanup.
- Performs attended paper or microform scanning of complex or problematic records and media.
- Verifies accuracy of data entry operators.

TECHNICAL SUPPORT SPECIALIST
Unit: Per HourRate: $75.00

Minimum/General Experience: One year of related experience and minimum education: Bachelor's Degree (OR) Two years of related experience and minimum Associates Degree (OR) three years of related experience and minimum High School Diploma or GED.

Functional Responsibility:
- Under the direction of management, tests and maintains hosted databases.
- Under the direction of Senior Technical Support Specialist, provides basic programming and maintenance services of computer applications and operating software. Tests and debugs software programs and develops operating instructions.
- Provides support services via phone and web for clients.
- May perform remote and on-site installation and training services to end users under direction and supervision of management.
- May performs ftp upload and download services under the direction of senior management.
- Provides database backup services with output to CD, DVD or portable hard drive media.

SENIOR TECHNICAL SUPPORT SPECIALIST
Unit: Per HourRate: $124.50

Minimum/General Experience: One year of related experience and minimum education: Bachelor's Degree (OR) Two years of related experience and minimum Associates Degree (OR) four years of related experience and minimum High School Diploma or GED.

Functional Responsibility:
- Minimal supervision required.
- Evaluates client systems, networks, hardware, software and infrastructure in preparation for OCR and imaging systems.
- Works closely with client to design and implement OCR and imaging systems around client needs.
- Performs complex image conversions from legacy databases and systems.
- Designs and customizes databases and document management portal solutions.
- Provides customization and maintenance services of computer applications and operating software. Tests and debugs software programs and develops operating instructions.
- Designs PDF forms and PDF web forms and complex formatting services.
- Provides senior programming and maintenance services of computer applications and operating software. Tests and debugs software programs and develops operating instructions.
- Programs and designs customized document management solutions.
- Provides both remote and on-site installation and training services to administrators and end users.

DOCUMENT IMAGING SYSTEM CONSULTANT
Unit: Per HourRate: $195.00

Minimum/General Experience: One year of related experience and law degree (OR) Two years experience and minimum education Bachelor's Degree (OR) Three years of related experience and minimum Associates Degree (OR) Five years of related experience and minimum High School Diploma.

Functional Responsibility:
- Minimal supervision required.
- Performs records assessments and verifies compliance with records retention schedules.
- Evaluates client records management policies and procedures and systems, networks, hardware, software and infrastructure.
- Plans and recommends document management systems, policies and procedures.
- Works closely with client to design and implement and streamline records management policies and procedures.

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